Rajasthan Cooperative Recruitment Board, Jaipur

10-B, Jhalana Institutional Area, Jhalana Doongri, Jaipur
Phone- 2709827/2710072   Fax No.- 91-0141-2710072, Website : www.rajcrb.rajasthan.gov.in

F- 8P ( ) R.C.R.B./2023-24/ 4042   Date : 6)10)2023

Notification

Recruitment for various posts in the Rajasthan State Co-Operative Marketing Federation Ltd. (RAJFED), Jaipur.

Online applications, as per competent approval, are invited from eligible candidates to fill up the **49** posts in the Rajasthan State Co-Operative Marketing Federation Ltd. Jaipur(RAJFED), Jaipur as indicated below:-

S.No	Name of the Post	No. of Post
1	Accounts Officer	02
2	Animal Nutrition Officer	01
3	Programmer	01
4	Assistant Manager (General)	04
5	Assistant Manager (Quality Control)	11
6	Junior Accountant	11
7	Junior Assistant	12
8	Operator (Animal Nutrition)	03
9	Fitter	02
10	Informatic Assistant	02
	Total	49

The Board reserves the right to increase or decrease in any of the above posts at its sole discretion.

Candidates who are interested to apply for the above posts are required to visit our website **https://rajcrb.rajasthan.gov.in** for detailed information and procedure to fill up the application forms online only.

For submission of online application, a link on our website will be available from 18.10.2023 to 17.11.2023 till 23.59 PM. The candidates are required to submit applications complete in all respects by this closing date and time.

In case of any query applicants may contact on telephone no **0141-2710072** or seek the same by e-mail at **helpdesk.rajcrb@rajasthan.gov.in**. Further applicants are advised to visit our website regularly for any updates and related information.

In the event of any dispuite regarding the recruitment process, the decision of the **BOARD** shall be final and binding.

(Bhoma Ram) 6(10/23
Member Secretary

Rajasthan Cooperative Recruitment Board, Jaipur

10-B, Jhalana Institutional Area, Jhalana Doongri, Jaipur
Phone- 2709827 / 2710072, Website: https://rajcrb.rajasthan.gov.in

Date: 06-10-2023

Examinations for recruitment to various posts in the Rajasthan State Co-Operative Marketing Federation Ltd. Jaipur (RAJFED).

The Rajasthan Cooperative Recruitment Board, Jaipur, hereinafter referred to as the Board, invites online applications from eligible citizens of India for recruitment to the following 49 posts pertaining to Rajasthan State Co-Operative Marketing Federation Ltd. Jaipur (RAJFED):-
-

Rajasthan State Co-Operative Marketing Federation Ltd. Jaipur(RAJFED)

Name of Post	Total Post	EWS					General					S.C					S.T.					B.C.					M.B.C					Remark
		Male\Female (Mixed)	Women			Ex-Serviceman	Male\Female (Mixed)	Women			Ex-Serviceman	Male\Female (Mixed)	Women			Ex-Serviceman	Male\Female (Mixed)	Women			Ex-Serviceman	Male\Female (Mixed)	Women			Ex-Serviceman	Male\Female (Mixed)	Women			Ex-Serviceman	Horizontal Res.
			Gen. Women	Widow	Divorcee			Gen. Women	Widow	Divorcee			Gen. Women	Widow	Divorcee			Gen. Women	Widow	Divorcee			Gen. Women	Widow	Divorcee			Gen. Women	Widow	Divorcee		
Accounts Officer	02	00	00	00	00	00	02	00	00	00	00	00	00	00	00	00	00	00	00	00	00	00	00	00	00	00	00	00	00	00	00	PWD-1(BL/LV)
Animal Nutrition Officer	01	00	00	00	00	00	01	00	00	00	00	00	00	00	00	00	00	00	00	00	00	00	00	00	00	00	00	00	00	00	00	PWD-1(BL/LV)
Programmer	01	00	00	00	00	00	01	00	00	00	00	00	00	00	00	00	00	00	00	00	00	00	00	00	00	00	00	00	00	00	00	PWD-1(BL/LV)
Assistant Manager (General)	04	00	00	00	00	00	03	01	00	00	00	00	00	00	00	00	00	00	00	00	00	00	00	00	00	00	00	00	00	00	00	PWD-1(BL/LV)
Assistant Manager (Quality Control)	11	01	00	00	00	00	05	01	00	00	00	01	00	00	00	00	01	00	00	00	00	02	00	00	00	00	00	00	00	00	00	PWD-1(BL/LV)
Junior Accountant	11	01	00	00	00	00	05	01	00	00	00	01	00	00	00	00	01	00	00	00	00	02	00	00	00	00	00	00	00	00	00	PWD-1(BL/LV)
Junior Assistant	12	01	00	00	00	00	05	02	00	00	00	01	00	00	00	00	01	00	00	00	00	02	00	00	00	00	00	00	00	00	00	PWD-1(BL/LV)
Operator (Animal Nutrition)	03	00	00	00	00	00	03	00	00	00	00	00	00	00	00	00	00	00	00	00	00	00	00	00	00	00	00	00	00	00	00	PWD-1(BL/LV)
Fitter	02	00	00	00	00	00	02	00	00	00	00	00	00	00	00	00	00	00	00	00	00	00	00	00	00	00	00	00	00	00	00	PWD-1(BL/LV)
Informatic Assistant	02	00	00	00	00	00	02	00	00	00	00	00	00	00	00	00	00	00	00	00	00	00	00	00	00	00	00	00	00	00	00	PWD-1(BL/LV)
Total	49	3	0	0	0	0	29	5	0	0	0	3	0	0	0	0	3	0	0	0	0	6	0	0	0	0	0	0	0	0	0	

Note : 1. The number of posts may be decreased/increased.

2. Post wise pay-scales and details of other emoluments are available in the detailed advertisement on the board's website

https://rajcrb.rajasthan.gov.in, Cooperative Department Website https://rajsahakar.rajasthan.gov.in and RAJFED Website https://rajfed.in.

3. Categories of posts are –(i) Accounts Officer (ii) Animal Nutrition Officer (iii) Programmer (iv) Assistant Manager (General) (v) Assistant Manager (Quality Control) (vi) Junior Accountant (vii) Junior Assistant (viii) Operator (Animal Nutrition) (ix) Fitter (x) Informatic Assistant

4. **Abbreviations** : EWS – Economically Weaker Section; SC – Scheduled Cast; ST – Scheduled Tribe; BC – Backward Class; MBC – More Backward Class; PWD – Person with Disability; LD – Locomotor Disiability; BL/LV – Blind/Low Vision; HI – Hearing Impaired; MD- Multiple Disability; Ex-Ser- Ex- Servicemen; SP - Sports Person

5. The candidates are advised to visit board's website https://rajcrb.rajasthan.gov.in regularly for updates, if any.

It is expected that the applicants/candidates have got themselves apprised with the following instructions before they apply for the various posts advertised by the Board:-

1. How to Apply-

विशेष नोट :–

(1) Online Application Form में समस्त वांछित सूचना अवश्य अंकित करे। ऑनलाईन आवेदन भरने से पूर्व बोर्ड की वेबसाईट पर उपलब्ध इस विज्ञप्ति को ध्यानपूर्वक पढ लें तथा इसमें दिये गए निर्देशों को ध्यान में रखते हुए आवेदन भरें। कोई सूचना गलत या अपूर्ण भरने पर आवेदक का आवेदन पत्र रद्द कर उसे परीक्षा में प्रवेश नहीं दिया जायेगा, जिसकी जिम्मेदारी स्वयं आवेदक की होगी तथा गलत सूचना या अपूर्ण **आवेदन के सुधार हेतु पत्र व्यवहार स्वीकार नही किया जाएगा।**

(2) आरक्षण की स्थिति राज्य सरकार के निर्देशों एवं नवीनतम नियमों के अध्यधीन परिवर्तनीय होगी।

ऑनलाईन आवेदन की प्रक्रियाः–बोर्ड द्वारा आवेदन–पत्र **Online Application Form** के माध्यम से लिये जाएंगे जिन्हे स्वंय द्वारा अथवा राज्य के निर्धारित ई–मित्र कियोस्क/जन सुविधा केन्द्र के माध्यम से भरा जा सकता है। ऑनलाईन आवेदन–पत्र भरने से पूर्व सर्वप्रथम अभ्यर्थी **विस्तृत विज्ञापन** का अध्ययन आवश्यक रूप से कर लेवे। तदुपरान्त ही अभ्यर्थी ऑनलाईन आवेदन करें। ऑनलाईन आवेदन करने की प्रकिया निम्नानुसार होगी :–

1. ऑनलाईन आवेदन करने के लिए अभ्यर्थियों को बोर्ड के ऑनलाईन पोर्टल https://rajcrb.rajasthan.gov.in पर Recruitment Advertisement पर उपलब्ध Apply online link को Click कर अथवा एस.एस.ओ पोर्टल http://sso.rajasthan.gov.in से Login करने के उपरांत Citizen Apps (G2C) में उपलब्ध Recruitment Portal का चयन करना होगा। इसके बाद अभ्यर्थी Apply Now पर क्लिक करेगा। यदि अभ्यर्थी द्वारा OTR (One Time Registration) का एकबारीय पंजीयन शुल्क जमा नहीं किया गया है तो अभ्यर्थी को सर्वप्रथम OTR (One Time Registration) टैब पर अपनी Unreserved (UR) ,एवं Reserved (EWS/OBC-NC/MBC-NC/SC/ST/SAH) Category, दिव्यांगता की स्थिति व गृह राज्य का विवरण दर्ज करके शुल्क का भुगतान करना होगा। ऑनलाईन आवेदन में अभ्यर्थी को OTR (One Time Registration) के समय भरी गई Category, दिव्यांगता की स्थिति व गृह राज्य के अनुरूप ही Options ही भरने हेतु मिलेंगें। अतः अभ्यर्थी OTR (One Time Registration) प्रक्रिया को सावधानी से भरें। OTR प्रक्रिया को पूरा करने के बाद अभ्यर्थी SSO के माध्यम से आवेदन कर सकेगा। आवेदन पत्र में उसके द्वारा OTR में दर्ज की गई सूचनाऐं, प्रदर्शित रहेगी एवं उसमें संशोधन नहीं किया जा सकेगा। अन्य सभी सूचनाऐं अभ्यर्थी को सावधानी पूर्वक भरनी होगी। आवेदन पत्र को Final Submit करते ही अभ्यर्थी का ऑनलाईन आवेदन कमांक जनरेट हो जायेगा। अभ्यर्थी को इस ऑनलाईन आवेदन पत्र का प्रिन्ट अपने पास सुरक्षित रख लेना चाहिए।

2. अभ्यर्थी एकबारीय पंजीयन शुल्क जमा करवाने हेतु अन्य किसी अन्य पोर्टल अथवा सुविधा का उपयोग नहीं करें।

3. अभ्यर्थी एकबारीय पंजीयन शुल्क का भुगतान आवेदन की अंतिम दिनांक से पूर्व सुनिश्चित करें। ताकि किसी प्रकार की भुगतान संबंधित Transcation के लम्बित रहने का सत्यापन समय रहते हो सके अन्यथा इसकी जिम्मेदारी स्वयं अभ्यर्थी की होगी।

4. आवेदक अपने स्वयं का ही मोबाईल नम्बर एवं ई–मेल आई.डी. दर्ज करें तथा इसे नहीं बदलें। महत्वपूर्ण सूचनाऐं आवेदन में दर्ज मोबाईल नम्बर एवं ई–मेल आई.डी. पर ही भेजी जाती है।

5. **आवेदक को ऑनलाईन आवेदन करने के पश्चात् ऑनलाईन आवेदन पत्र कमांक आवश्यक रूप से प्राप्त होगा और यदि आवेदन पत्र कमांक (Application ID) अंकित या प्राप्त नहीं हुआ है, तो इसका अर्थ यह है कि उसका आवेदन पत्र स्वीकार नहीं हुआ है। आवेदन पत्र के Preview को आवेदन का Submit होना नहीं माना जायेगा।**

6. अभ्यर्थियों द्वारा निर्धारित तिथि तक ऑनलाईन आवेदन करना अनिवार्य होगा, किसी भी परिस्थिति में ऑफलाईन आवेदन स्वीकार नहीं किया जायेगा।

7. अभ्यर्थी एक से अधिक पदों, अर्थात् –(i) Accounts Officer (ii) Animal Nutrition Officer (iii) Programmer (iv) Assistant Manager (General) (v) Assistant Manager (Quality Control) (vi) Junior Accountant (vii) Junior Assistant (viii) Operator (Animal Nutrition) (ix) Fitter (x) Informatic Assistant के लिए आवेदन कर सकता है, उसे प्रत्येक पद के लिए अलग–अलग आवेदन जमा करना चाहिए जिसके लिए वह आवेदन कर रहा है।

8. आवेदक को आवेदन करते समय अगर किसी प्रकार की कोई समस्या हो तो Recruitment Portal पर दिये गये Helpdesk Number या E-Mail पर सम्पर्क करे। ऑनलाईन आवेदन संबंधी समस्याओं के लिये हेल्पलाईन नम्बर 0141-2710072 एवं ईमेल आई.डी. helpdesk.rajcrb@rajasthan.gov.in पर सम्पर्क करें।

9. आवेदक द्वारा ऑनलाईन आवेदन में गलत सूचना देने/तथ्य छुपाने पर बोर्ड अभ्यर्थी पर नियमानुसार कार्यवाही के लिए स्वतंत्र होगा।

10. समस्त सूचनाएं बोर्ड की वेबसाइट https://rajcrb.rajasthan.gov.in के माध्यम से प्रकाशित/सूचित की जायेगी। कृपया इस भर्ती परीक्षा के संबंध में समस्त अद्यतन जानकारी के लिये बोर्ड की वेबसाईट को निरंतर रूप से देखते रहें।

एकबारीय पंजीयन शुल्कः—कार्मिक विभाग, राजस्थान सरकार के परिपत्र दिनांक 19.04.2023 के द्वारा अभ्यर्थियों को अपनी SSO ID द्वारा लॉगिन करने के बाद एकबारीय पंजीयन प्रणाली (One Time Registration) ऑप्शन पर जाकर निम्नानुसार निर्धारित पंजीयन शुल्क **राज्य के निर्धारित ई—मित्र कियोस्क या जन सुविधा केन्द्र (C.S.C.)** के माध्यम से ऑनलाईन जमा करावें।

(क) सामान्य वर्ग व क्रीमीलेयर श्रेणी के अन्य पिछड़ा वर्ग/अति पिछड़ा वर्ग के आवेदक हेतु —**रूपये 600/—**
(ख) राजस्थान के नॉन क्रीमलेयर श्रेणी के अन्य पिछड़ा वर्ग/अति पिछड़ा वर्ग एवं आर्थिक रूप से कमजोर वर्ग/अनुसूचित
जाति/अनुसूचित जनजाति के आवेदक हेतु —**रूपये 400/—**
(ग) समस्त दिव्यांगजन आवेदक हेतु —**रूपये 400/—**
नोटः—

1. राजस्थान राज्य से भिन्न अन्य राज्यों के अनुसूचित जाति/अनुसूचित जनजाति/अन्य पिछड़ा वर्ग/अति पिछड़ा वर्ग/आर्थिक रूप से कमजोर वर्ग के अभ्यर्थियों को सामान्य वर्ग का अभ्यर्थी माना जायेगा। अतः ऐसे आवेदकों को सामान्य अभ्यर्थियों के लिए निर्धारित पंजीयन शुल्क देना होगा।

2. पूर्व में एकबारीय पंजीयन शुल्क (OTR) जमा करवा चुके अभ्यर्थियों से दुबारा शुल्क देय नहीं है।

आवेदन करने के संबंध में पृथक से दिशा—निर्देश परिशिष्ट—3 पर संलग्न है।

2. **Call Letters**

The eligible candidate should download his/her call letter from the link provided on the authorized Board website https://rajcrb.rajasthan.gov.in by entering his/ her details. Candidate should note that hard copy of the call letter/ Information Handout etc. will NOT be sent by post/courier.

The Centre, venue address, date and time for examination shall be intimated in the respective Call Letter which is to be downloaded as above.

Call letter for Scribe in the Examination: There will be an additional call letter for Scribe for the Examination.

Intimations will be sent by email and/or SMS to the email ID and mobile number registered in the online application. Board/RAJFED will not take responsibility for late receipt / non-receipt of any communication e-mailed/ sent via SMS to the candidate due to change in the mobile number, email address, technical fault or otherwise beyond the control of Board/RAJFED.
Candidates are hence advised to regularly keep in touch with the authorized Board website for details, updates and any information which may be posted for further guidance as well as to check their registered e-mail account from time to time during the recruitment process.

3. **Time & Place of Examination:**

Online Examination will be conducted tentatively during the month of December at various examination centres, information about which is available in the **Annexure 1**.

(a). Examination Centres

(i) The examination will be conducted online in venues across different centres in Rajasthan for the post of (i) Accounts Officer (ii) Animal Nutrition Officer (iii) Programmer (iv) Assistant Manager (General) (v) Assistant Manager (Quality Control) (vi) Junior Accountant (vii) Junior Assistant (viii) Operator (Animal Nutrition) (ix) Fitter (x) Informatic Assistant. The tentative list of Examination centres for the exams is available in **Annexure I**.

(ii) No request for change of centre for Examination shall be entertained.

(iii) BOARD, however, reserves the right to cancel any of the Examination Centres and/or add some other Centres, at its discretion, depending upon the response, administrative feasibility, etc.

(iv) BOARD also reserves the right to allot the candidate to any centre other than the one he/she has opted for.

(v) Candidate will appear for the examination at an Examination Centre at his/her own risk and expenses and BOARD will not be responsible for any injury or losses etc. of any nature.

(vi) Any unruly behavior/misbehavior in the examination hall may result in cancellation of candidature/ disqualification from this exam and also from future exams conducted by BOARD.

Note: in case the number of candidates cannot be accommodated within the above centres, candidates may be accommodated in adjoining districts in Rajasthan and adjoining States of Rajasthan.

4. **Period of online registration/applications and last date:** Candidates may apply online from 18.10.2023 to 17.11.2023 till 23.59 PM, which will be the last date for completing the application form. No Applications will be accepted after the last date of registration. The link will be disabled after the last date and time of registration.

5. **Examination:-**

Separate online examinations shall be conducted by the Board through an agency for selection of candidates for each of the ten categories of posts. Successful candidates will be recommended for appointment on the basis of their merit. Only one question paper will be conducted online for each type of post.

a. A candidate willing to apply for more than one post, namely, –(i) Accounts Officer (ii) Animal Nutrition Officer (iii) Programmer (iv) Assistant Manager (General) (v) Assistant Manager (Quality Control) (vi) Junior Accountant (vii) Junior Assistant (viii) Operator (Animal Nutrition) (ix) Fitter (x) Informatic Assistant, should submit separate applications for each post he/she is applying for.

b. Separate online examinations of following subjects shall be conducted for selection to each of the ten categories of posts. A merit list of successful

candidates shall be prepared on the basis of the marks obtained in the online examination.

The examination paper will contain questions with multiple choices for the answers. Candidates are to mark/select the correct choice of answer from the available options in Paper.

c. **Syllabus and Minimum Educational Qualification for each post shall be as shown below:-**

S.No.	Name Of Post	Minimum Educational Qualification	Syllabus	भारांक 100 Marks
1	Accounts Officer (लेखाधिकारी)	Bachelor Degree in commerce with 1st Division & Intermediate CA/ICWA.	**Part-A** 1. Accounting - General accounting principles and policies in accordance with relevant applicable accounting standards, Preparation of Financials, Cash Flow and Fund flow and analysis, Analysis of Financial Statements 2. Costing - Standards Costing, actual costing, Opportunity costing 3. Finance - Ratio Analysis, Working capital Management, Fund Management, Bank Reconciliation 4. Budget - Capital and Revenue Budgeting and Budgetary control, Projections for next 5 years 5. Taxation - Income Tax-Advance and Final Income Tax Calculation, deposit, Return and assessment, TDS and TCS-Applicability, Deposit, return, Reconciliation and assessment, GST-Applicability, Input Tax Credit, Invoicing, Deposit, return, reconciliation and assessment **Part-B** राजस्थान का सामान्य ज्ञान – राजस्थान के इतिहास की महत्त्वपूर्ण ऐतिहासिक घटनाएं, सामाजिक–सांस्कृतिक मुद्दे, स्वतंत्रता आंदोलन, जनजागरण व राजनीतिक एकीकरण, स्थापत्य कला, राजस्थानी साहित्य, क्षेत्रीय बोलियां, मेले, त्यौहार, लोक–संगीत एवं लोक नृत्य, संत एवं लोक देवता, महत्त्वपूर्ण पर्यटन स्थल प्रमुख भौतिक विशेषताएं और मुख्य भू–भौतिक विभाग, राजस्थान के प्राकृतिक संसाधन, जलवायु, प्राकृतिक वनस्पति, वन, वन्य जीव–जन्तु एवं जैव–विविधता, प्रमुख सिंचाई परियोजनाएं, खान एवं खनिज सम्पदाएं, जनसंख्या	**Part A - 80** **Part B - 20**

			राजस्थान की प्रशासनिक व्यवस्था एवं लोक प्रशासन	
2	Animal Nutrition Officer (पशुपोषण अधिकारी)	M.V.Sc.(Animal Nutrition) from a recognized university/institution established by law in India.	**Part-A** 1. Commonly used terminologies in Animal Nutrition 2. Digestive system of ruminant and non-ruminant animals 3. Role of Bacteria, Protozoa and Fungi in ruminal degradation 4. Classification of feeds and fodder and their nutrient composition 5. Importance of carbohydrate, protein, lipid, minerals and vitamins for various physiological functions 6. Ration formulation for dairy animals at different stages 7. Feed additives and their use in ruminant ration 8. Anti-nutritional factors and mycotoxins in livestock feedstuffs 9. Bypass feed technology and its significance in Indian context 10. Quality control of feedstuff 11. Common metabolic disorders and their nutritional management 12. Processing methods of various feed ingredients and their advantages/disadvantages 13. Analytical techniques of different feed and feed supplements 14. Conservation of forage crops 15. Enrichment and densification of crop residues 16. Feed and fodder scenario in India with special emphasis to the State of Rajasthan 17. Agronomical practices of important fodder crops 18. Soil Fertility Management 19. Integrated Pest Management (IPM) in fodder & seed production and pesticide handling safety measures 20. Quality fodder seeds production for enhancing fodder productivity 21. Cropping systems under irrigated, rain and dry area **Part-B** राजस्थान का सामान्य ज्ञान – राजस्थान के इतिहास की महत्त्वपूर्ण ऐतिहासिक घटनाएं, सामाजिक–सांस्कृतिक मुद्दे, स्वतंत्रता आंदोलन,	**Part A - 80** **Part B - 20**

			जनजागरण व राजनीतिक एकीकरण, स्थापत्य कला, राजस्थानी साहित्य, क्षेत्रीय बोलियां, मेले, त्यौहार, लोक–संगीत एवं लोक नृत्य, संत एवं लोक देवता, महत्त्वपूर्ण पर्यटन स्थल	
			प्रमुख भौतिक विशेषताएं और मुख्य भू–भौतिक विभाग, राजस्थान के प्राकृतिक संसाधन, जलवायु, प्राकृतिक वनस्पति, वन, वन्य जीव–जन्तु एवं जैव–विविधता, प्रमुख सिंचाई परियोजनाएं, खान एवं खनिज सम्पदाएं, जनसंख्या	
			राजस्थान की प्रशासनिक व्यवस्था एवं लोक प्रशासन	
3	Junior Assistant (कनिष्ठ सहायक)	Graduate & Diploma in computer application of RS-CIT	**Part-A** **English** 1. Comprehension 2. Editing / Proofreading. 3. Rearranging of jumbled sentences 4. Narration 5. Modals 6. Articles 7. Paragraph writing with blanks to be filled in with the following, 8. Phrases 9. Pronouns 10. Homonyms/Homophones etc. 11. Clauses 12. Punctuation 13. Synonyms and antonyms 14. Idioms and phrases. 15. Uses of Prepositions 16. Active & Passive Voice **Numerical and Reasoning Ability** **Basic Arithmetic** • Number System • Percentage • Average • Profit & Loss • Ratio & Proportion • Time & Work **Reasoning:** • Number series • Letter series • Coding decoding • Direction sense • Blood relations	**Part A - 80** **Part B - 20**

			• Mathematical reasoning • Speed, Distance and Time • Statements and conclusions **Basic Concepts of Computers** • Fundamentals of computer sciences • Hardware & Software • Input and output devices • Operating system • M.S Word, M.S Excel, M.S Access and PowerPoint Presentation • E-mail & Internet **Part-B** राजस्थान का सामान्य ज्ञान – राजस्थान के इतिहास की महत्त्वपूर्ण ऐतिहासिक घटनाएं, सामाजिक–सांस्कृतिक मुद्दे, स्वतंत्रता आंदोलन, जनजागरण व राजनीतिक एकीकरण, स्थापत्य कला, राजस्थानी साहित्य, क्षेत्रीय बोलियां, मेले, त्यौहार, लोक–संगीत एवं लोक नृत्य, संत एवं लोक देवता, महत्त्वपूर्ण पर्यटन स्थल प्रमुख भौतिक विशेषताएं और मुख्य भू–भौतिक विभाग, राजस्थान के प्राकृतिक संसाधन, जलवायु, प्राकृतिक वनस्पति, वन, वन्य जीव–जन्तु एवं जैव–विविधता, प्रमुख सिंचाई परियोजनाएं, खान एवं खनिज सम्पदाएं, जनसंख्या राजस्थान की प्रशासनिक व्यवस्था एवं लोक प्रशासन	
4	Operator (Animal Nutrition) (ऑपरेटर) (पशुआहार)	ITI Diploma in Fitter`s Trade.	**Part-A** 1. Theoretical Concept of Fitter 2. Engineering Drawing 3. Measurement 4. Lathe Machine 5. Pipe Joints 6. Drilling 7. Hydraulics 8. Workshop Calculation & Science 9. Commonly used terminologies in Animal Nutrition **Part-B** राजस्थान का सामान्य ज्ञान – राजस्थान के इतिहास की महत्त्वपूर्ण ऐतिहासिक घटनाएं, सामाजिक–सांस्कृतिक मुद्दे, स्वतंत्रता आंदोलन, जनजागरण व राजनीतिक एकीकरण, स्थापत्य कला, राजस्थानी साहित्य, क्षेत्रीय बोलियां, मेले, त्यौहार, लोक–संगीत एवं लोक नृत्य, संत एवं लोक	**Part A - 80** **Part B - 20**

			देवता, महत्त्वपूर्ण पर्यटन स्थल	
			प्रमुख भौतिक विशेषताएं और मुख्य भू–भौतिक विभाग, राजस्थान के प्राकृतिक संसाधन, जलवायु, प्राकृतिक वनस्पति, वन, वन्य जीव–जन्तु एवं जैव–विविधता, प्रमुख सिंचाई परियोजनाएं, खान एवं खनिज सम्पदाएं, जनसंख्या	
			राजस्थान की प्रशासनिक व्यवस्था एवं लोक प्रशासन	
5	Fitter (फिटर)	ITI Diploma in Fitter`s Trade.	**Part-A** 1. Theoretical Concept of Fitter 2. Engineering Drawing 3. Measurement 4. Lathe Machine 5. Pipe Joints 6. Drilling 7. Hydraulics 8. Workshop Calculation & Science **Part-B** **राजस्थान का सामान्य ज्ञान** – राजस्थान के इतिहास की महत्त्वपूर्ण ऐतिहासिक घटनाएं, सामाजिक–सांस्कृतिक मुद्दे, स्वतंत्रता आंदोलन, जनजागरण व राजनीतिक एकीकरण, स्थापत्य कला, राजस्थानी साहित्य, क्षेत्रीय बोलियां, मेले, त्यौहार, लोक–संगीत एवं लोक नृत्य, संत एवं लोक देवता, महत्त्वपूर्ण पर्यटन स्थल प्रमुख भौतिक विशेषताएं और मुख्य भू–भौतिक विभाग, राजस्थान के प्राकृतिक संसाधन, जलवायु, प्राकृतिक वनस्पति, वन, वन्य जीव–जन्तु एवं जैव–विविधता, प्रमुख सिंचाई परियोजनाएं, खान एवं खनिज सम्पदाएं, जनसंख्या राजस्थान की प्रशासनिक व्यवस्था एवं लोक प्रशासन	**Part A - 80** **Part B - 20**
6	Assistant Manager (General) (सहायक प्रबंधक) (सामान्य)	Graduate with M.B.A from a recognized university/institution established by law in India.	**Part-A** 1. Manpower Planning, Recruitment and Selection 2. Placement and Induction 3. HRM concepts and functions 4. Performance Management 5. Training and Development 6. Employees' Compensation Management 7. Labour Legislations 8. Organizational Behavior 9. Industrial Regulation and Industrial Activities 10. Labour Welfare Activities **Part-B** **राजस्थान का सामान्य ज्ञान** – राजस्थान के	**Part A - 80** **Part B - 20**

			इतिहास की महत्त्वपूर्ण ऐतिहासिक घटनाएं, सामाजिक–सांस्कृतिक मुद्दे, स्वतंत्रता आंदोलन, जनजागरण व राजनीतिक एकीकरण, स्थापत्य कला, राजस्थानी साहित्य, क्षेत्रीय बोलियां, मेले, त्यौहार, लोक–संगीत एवं लोक नृत्य, संत एवं लोक देवता, महत्त्वपूर्ण पर्यटन स्थल प्रमुख भौतिक विशेषताएं और मुख्य भू–भौतिक विभाग, राजस्थान के प्राकृतिक संसाधन, जलवायु, प्राकृतिक वनस्पति, वन, वन्य जीव–जन्तु एवं जैव–विविधता, प्रमुख सिंचाई परियोजनाएं, खान एवं खनिज सम्पदाएं, जनसंख्या राजस्थान की प्रशासनिक व्यवस्था एवं लोक प्रशासन	
7	Assistant Manager (Quality Control) (सहायक प्रबंधक) (क्वा.नि.)	B.Sc(Agri.) from a recognized university established by law in India.	**<u>Part-A</u>** 1. Food Laws & Standards of India & International Food Laws 2. Planning Organization and setting up of Food Analysis Laboratory including NABL/ISO/IEC-17025 : 2017 and laboratory safety 3. The Fertilizer Control Order 1985 and The Seeds (Control) Order, 1983 4. Physical, Chemical and Instrumental analysis 5. Minimun support price procurement operations. 6. Quality Control/Assurance 7. \ Quality and Food Safety Management System & Clean Milk Production Practices - Legal and regulatory requirements, QC Laboratory & testing, Physicochemical properties of milk and milk products, Dairy Microbiological & fermentation technology **<u>Part-B</u>** **राजस्थान का सामान्य ज्ञान** – राजस्थान के इतिहास की महत्त्वपूर्ण ऐतिहासिक घटनाएं, सामाजिक–सांस्कृतिक मुद्दे, स्वतंत्रता आंदोलन, जनजागरण व राजनीतिक एकीकरण, स्थापत्य कला, राजस्थानी साहित्य, क्षेत्रीय बोलियां, मेले, त्यौहार, लोक–संगीत एवं लोक नृत्य, संत एवं लोक देवता, महत्त्वपूर्ण पर्यटन स्थल प्रमुख भौतिक विशेषताएं और मुख्य भू–भौतिक विभाग, राजस्थान के प्राकृतिक संसाधन, जलवायु, प्राकृतिक वनस्पति, वन, वन्य जीव–जन्तु एवं जैव–विविधता, प्रमुख सिंचाई परियोजनाएं, खान एवं खनिज सम्पदाएं, जनसंख्या	**Part A - 80** **Part B - 20**

			राजस्थान की प्रशासनिक व्यवस्था एवं लोक प्रशासन अर्थव्यवस्था का परिदृश्य, कृषि, पशुधन, उद्योग व सेवा क्षेत्र के प्रमुख मुद्दे, संवृद्धि, विकास एवं आयोजना, आधारभूत–संरचना एवं संसाधन, प्रमुख विकास परियोजनायें एवं राजकीय कल्याणकारी योजनाएँ	
8	Junior Accountant (कनिष्ठ लेखाकार)	Bachelor degree in commerce from a recognized university/institution established by law in India.	**Part-A** Supply Chain Management, Vendor Management, Inventory Management, Contract Management, Goods and Services Tax, Tendering, Bid Evaluation, Negotiations, Dispute Resolution, Accounting - General accounting principles and policies in accordance with relevant applicable accounting standards, Costing - Standards Costing, actual costing, Opportunity costing, Budget - Capital and Revenue Budgeting and Budgetary control, Projections for next 5 years, Taxation - Income Tax-Advance and Final Income Tax Calculation, deposit, Return and assessment, TDS and TCS-Applicability, Deposit, return, Reconciliation and assessment, GST-Applicability, Input Tax Credit, Invoicing, Deposit, return, reconciliation and assessment **Part-B** राजस्थान का सामान्य ज्ञान – राजस्थान के इतिहास की महत्त्वपूर्ण ऐतिहासिक घटनाएं, सामाजिक–सांस्कृतिक मुद्दे, स्वतंत्रता आंदोलन, जनजागरण व राजनीतिक एकीकरण, स्थापत्य कला, राजस्थानी साहित्य, क्षेत्रीय बोलियां, मेले, त्यौहार, लोक–संगीत एवं लोक नृत्य, संत एवं लोक देवता, महत्त्वपूर्ण पर्यटन स्थल प्रमुख भौतिक विशेषताएं और मुख्य भू–भौतिक विभाग, राजस्थान के प्राकृतिक संसाधन, जलवायु, प्राकृतिक वनस्पति, वन, वन्य जीव–जन्तु एवं जैव–विविधता, प्रमुख सिंचाई परियोजनाएं, खान एवं खनिज सम्पदाएं, जनसंख्या राजस्थान की प्रशासनिक व्यवस्था एवं लोक प्रशासन	**Part A - 80** **Part B - 20**
9	Programmer (प्रोग्रामर)	1. B.E/B.Tech./M.Sc. in information technology or Computer Science or M.C.A from a university established by law in India or a	**Part-A** 1. Data Base Management Systems 2. Data Base Design 3. Application Development using SQL 4. Internal of RDBMS 5. Data Communication and Computer	**Part A - 80** **Part B - 20**

		qualification declared equivalent thereto by the State Government. **OR** 2. M.Tech. degree in the field of Information Technology or Computer Science or Electronics & Communications from a University established by law in India or a qualification declared equivalent thereto by the State Government. **OR** 3. M.B.A.(IT) from a University established by law in India or a qualification declared equivalent thereto by the State Government.	Networks 6. System analysis 7. System Design 8. System Development **Part-B** <u>राजस्थान का सामान्य ज्ञान</u> – राजस्थान के इतिहास की महत्त्वपूर्ण ऐतिहासिक घटनाएं, सामाजिक–सांस्कृतिक मुद्दे, स्वतंत्रता आंदोलन, जनजागरण व राजनीतिक एकीकरण, स्थापत्य कला, राजस्थानी साहित्य, क्षेत्रीय बोलियां, मेले, त्यौहार, लोक–संगीत एवं लोक नृत्य, संत एवं लोक देवता, महत्त्वपूर्ण पर्यटन स्थल प्रमुख भौतिक विशेषताएं और मुख्य भू–भौतिक विभाग, राजस्थान के प्राकृतिक संसाधन, जलवायु, प्राकृतिक वनस्पति, वन, वन्य जीव–जन्तु एवं जैव–विविधता, प्रमुख सिंचाई परियोजनाएं, खान एवं खनिज सम्पदाएं, जनसंख्या राजस्थान की प्रशासनिक व्यवस्था एवं लोक प्रशासन	
10	Informatic Assistant (सूचना सहायक)	1. Graduate or Higher degree in Computer Science/Computer Engineering/Computer Applications/Computer Science & Engineering or Electronics or Electronics & Communication or Information Technology or equivalent of a University established by law in India. **OR** 2. Post polytechnic diploma in computer applications or 3 years' Diploma in computer science & Engineering/Computer applications/information Technology or equivalent from a polytechnic Institution recognized by the	**Part-A** 1. Data Base Management Systems 2. Data Base Design 3. Application Development using SQL 4. Internal of RDBMS 5. Data Communication and Computer Networks 6. System analysis 7. System Design 8. System Development **Part-B** <u>राजस्थान का सामान्य ज्ञान</u> – राजस्थान के इतिहास की महत्त्वपूर्ण ऐतिहासिक घटनाएं, सामाजिक–सांस्कृतिक मुद्दे, स्वतंत्रता आंदोलन, जनजागरण व राजनीतिक एकीकरण, स्थापत्य कला, राजस्थानी साहित्य, क्षेत्रीय बोलियां, मेले, त्यौहार, लोक–संगीत एवं लोक नृत्य, संत एवं लोक देवता, महत्त्वपूर्ण पर्यटन स्थल प्रमुख भौतिक विशेषताएं और मुख्य भू–भौतिक विभाग, राजस्थान के प्राकृतिक संसाधन, जलवायु, प्राकृतिक वनस्पति, वन, वन्य जीव–जन्तु एवं जैव–विविधता, प्रमुख सिंचाई परियोजनाएं, खान एवं खनिज सम्पदाएं, जनसंख्या राजस्थान की प्रशासनिक व्यवस्था एवं लोक प्रशासन	**Part A - 80** **Part B - 20**

		State Government. **OR** 3. Graduate of a university established by law in India with Diploma in Computer Science/Computer applications/Information Technology or equivalent of a University established by law in India or of an institution recognized by the State Government. **OR** 4. Graduate of a university established by law in India with "O" or higher level Certificate Course conducted by the National Institute of Electronics and Information Technology (NIEIT)/DOEAACC under the control of Department of Electronics, Government of India. **OR** 5. Graduate of a university established by law in India with Computer Operator & Programming Assistant (COPA)/ Data Preparation and Computer Software (DP CS) certificate organized under National/State Council of Vocational Training Scheme. **AND** Speed of 20 Words per Minute typing in Hindi and English both.		

b. The question paper shall be of objective type with 4 multiple choices/alternates as answers, out of which only one choice shall be correct. For every correct answer, one mark will be awarded. Those candidates who have obtained at least 33% of total marks in the online examination shall be considered as passed. In case of SC/ST candidates, a minimum of 28% shall be considered as passed. There shall be no negative marking.

c. In case of more than one candidate securing same total marks in examination, the candidate older in age will be placed higher in merit. In case the total marks and date of birth is also same, the candidate possessing higher educational qualification would be considered higher in merit. In case of a tie in date of birth as well as the highest educational qualification, the candidates securing higher percentage of marks in the qualifying examination would be considered higher in merit. In case all the above parameters result in a tie, a candidate having passed his qualifying examination earlier would be considered senior in the merit list.

d. Only one question paper will be conducted online for each type of post.

6. **Selection Process and Appointments:-**

(1) Rajasthan Cooperative Recruitment Board will prepare a category wise list of such candidates whom it considers suitable for appointment to the respective posts and will arrange it in order of merit on the basis of consolidated marks of each candidate and will send the recommendation of appointment to the appointing authority(RAJFED). The appointment order will be issued by the appointing authority (RAJFED) after completing the formalities of character verification, medical and bond, if necessary.

(2) In this process, the candidates belonging to Scheduled Caste/Scheduled Tribe/Backward Class/More Backward Class/EWS, who get a place in the vacancies of unreserved category in the selection list on their own merit, will be counted among the unreserved vacancies until they have Apart from the application fee, the relaxation in age and experience etc. should not have been availed. After availing the benefit of relaxation in any reserved category like age and experience, those candidates will be counted in their reserved category in all service projects including promotion.

(3) The appointing authority(RAJFED) will issue appointment orders to the candidates in order of merit from the merit list recommended by the Rajasthan Cooperative Recruitment Board.
Before issuing the appointment order, the candidates selected by the appointing authority will get medical examination done by the Chief Medical and Health Officer (CMHO or higher), Medical Officer/Board. If any fee is payable for the said medical examination, it will be borne by the candidate.
Before issuing the appointment order, police character verification of the selected candidates will be done. In case of urgent need of personnel, as an exception, appointment can be made by the appointing authority by taking an affidavit from the candidate before character verification, but such appointment will be subject to the police character verification report.

Candidates selected by the appointing authority will be required to submit a bond ranging from Rs 25000/- to Rs 50000/-. If such candidates resign from the post before the probation period, the bond amount will have to be paid to the employer.

Provided that mere inclusion of a candidate's name in the list does not entitle him to appointment, unless the appointing authority, after such inquiry as he deems necessary, is satisfied that such candidate is eligible for appointment to the concerned post. Suitable for all other types.

Note:-

a. RAJFED is an independent co-operative body and the appointment letters to the finally selected candidates will be issued by RAJFED, for which the candidate has been selected.

b. The Board is conducting common examination for recruitment to each of the various categories of posts advertised on behalf of RAJFED and after issuing common merit lists for each of the posts on the basis of such examination, recommendations for appointment of candidate in an institution shall be made on the basis of his/her ranking in the merit.

c. If a woman candidate secures merit in the general category and there is no seat reserved for woman candidates in the institution of her preference, she will be allotted a post against the mixed vacancies (male+female) of the general category. Where the 30 percent quota reserved for women is fulfilled, a woman candidate securing merit shall be given appointment in excess of the 30 percent quota, meaning thereby that no vacancy of a particular category shall remain unfilled for want of a seat reserved for women, if a woman candidate of that category is available in the merit. Reason having that there is no reservation for male candidates.

d. The selection list prepared and recommended by the Board shall be made available to RAJFED on the basis of which, the RAJFED shall take up the process of appointment.

e. The candidates recommended for appointment shall be given appointment on a fixed remuneration for the initial two years. The remuneration shall be as fixed by the Registrar, Cooperative Societies, Rajasthan from time to time. No extra allowances and perquisites shall be payable to the selected candidate other than the fixed remuneration.

f. Every newly appointed personnel shall be on probation for two years. Full pay as per the prevailing pay grades shall be paid only after the satisfactory completion of the probation period. RAJFED may extend the probation period of a personnel up to a period of one year, if his/her work is not found satisfactory.

g. Before joining, as probationers, the selected candidates have to fulfill all the necessary formalities fixed by RAJFED and shall execute a two years' service bond of prescribed value with RAJFED as per the guidelines of the RAJFED.

h. Before joining the selected candidates shall complete the necessary formalities decided by RAJFED which include the candidate's medical test, police verification, personal guarantee and financial fidelity as decided by the RAJFED.

7. **Document Verification**

On the basis of overall marks of online written examination and proficiency test (if necessary), the candidates will be called for document verification by the

Recruitment Board. 3 times candidates will be called post wise for document verification. After the findings of document verification, the merit wise result will be released by Rajasthan Cooperative Recruitment Board. The result will be uploaded on the website of Rajasthan Cooperative Recruitment Board and Rajfed.

Note: - In case the candidates called for document verification have equal marks, there will be no restriction on the number of candidates, i.e. all the candidates with equal marks will be called.

8. Waiting List: - Post wise one waiting list will be prepared for direct recruitment. This waiting list will be valid for one year from the date of result.

9. **Pay and Emoluments-** Post wise pay scales and admissible emoluments/perquisites are available at **annexure 2**

10. **Educational Qualifications:-**

Minimum Educational Qualifications required for the different posts as on last date of submitting online applications:-

S.No.	Name Of Post	Minimum Educational Qualification
1	Accounts Officer (लेखाधिकारी)	Bachelor Degree in commerce with 1st Division & Intermediate CA/ICWA.
2	Animal Nutrition Officer (पशुपोषण अधिकारी)	M.V.Sc.(Animal Nutrition) from a recognized university/institution established by law in India.
3	Junior Assistant (कनिष्ठ सहायक)	Graduate & Diploma in computer application of RS-CIT
4	Operator (Animal Nutrition) (ऑपरेटर) (पशुआहार)	ITI Diploma in Fitter`s Trade.
5	Fitter (फिटर)	ITI Diploma in Fitter`s Trade.
6	Assistant Manager (General) (सहायक प्रबंधक) (सामान्य)	Graduate with M.B.A from a recognized university/institution established by law in India.
7	Assistant Manager (Quality Control) (सहायक प्रबंधक) (कि.नि.)	B.Sc(Agri.) from a recognized university established by law in India.
8	Junior Accountant (कनिष्ठ लेखाकार)	Bachelor degree in commerce from a recognized university/institution established by law in India.
9	Programmer (प्रोग्रामर)	4. B.E/B.Tech./M.Sc. in information technology or Computer Science or M.C.A from a university established by law in India or a qualification declared equivalent thereto by the State Government. **OR** 5. M.Tech. degree in the field of Information Technology or Computer Science or Electronics & Communications from a University established by law in India or a qualification declared equivalent

		thereto by the State Government.
		OR
		6. M.B.A.(IT) from a University established by law in India or a qualification declared equivalent thereto by the State Government.
10	Informatic Assistant (सूचना सहायक)	7. Graduate or Higher degree in Computer Science/Computer Engineering/Computer Applications/Computer Science & Engineering or Electronics or Electronics & Communication or Information Technology or equivalent of a University established by law in India.
		OR
		8. Post polytechnic diploma in computer applications or 3 years' Diploma in computer science & Engineering/Computer applications/information Technology or equivalent from a polytechnic Institution recognized by the State Government.
		OR
		9. Graduate of a university established by law in India with Diploma in Computer Science/Computer applications/Information Technology or equivalent of a University established by law in India or of an institution recognized by the State Government.
		OR
		10. Graduate of a university established by law in India with "O" or higher level Certificate Course conducted by the National Institute of Electronics and Information Technology (NIEIT)/DOEAACC under the control of Department of Electronics, Government of India.
		OR
		11. Graduate of a university established by law in India with Computer Operator & Programming Assistant (COPA)/ Data Preparation and Computer Software (DP CS) certificate organized under National/State Council of Vocational Training Scheme.
		AND
		Speed of 20 Words per Minute typing in Hindi and English both.

Note: (a) The date of passing the eligibility examination will be the date appearing on the mark sheet/Provisional certificate or the date on which the result was posted on the website of the university / institution, whichever is earlier.

(b) Only those candidates will be eligible who have acquired the minimum educational qualification by the last date of submitting online applications.

(c) Those who have given the examination for the educational qualification mentioned in the rules, but the result has not yet come, can still apply, but at the time of document verification, the proof of having passed the examination will have to be presented before the Recruitment Board. otherwise candidature will be canceled from selection.

11.   Age Limit:

For the posts of pay matrix level 12 and above level Candidate should have a minimum age of 21 years but less than 40 years as on 1-January-2024 and for the posts upto pay

matrix level 11 Candidate should have a minimum age of 18 years but less than 40 years as on 1-January-2024. **Postwise pay matrix levels are shown on Annexure 2.**

Relaxation in the upper age limit shall be given to the following:-

i) Age relaxation for disabled category shall be given to a candidate having a disability approved at the competent level, for which he/she will have to produce a Disability Certificate issued by a Medical Board duly constituted by the Government. This certificate should have been issued before the last date of online application.

ii) Candidates seeking age relaxation are required to submit copies of necessary certificate(s) at the time of appointment. No change in the category of any candidate is possible after registration of online applications.

    a) In case of male candidates belonging to the Scheduled Castes / Scheduled Tribes / Backward Classes/More Backward Classes/EWS of Rajasthan, a relaxation of 5 years will be given in the upper age limit;

    b) In case of general category Women, a relaxation of 5 years will be given in the upper age limit; and

    c) In case of woman candidates belonging to the Scheduled Castes / Scheduled Tribes / Backward Classes / More Backward Classes/EWS of Rajasthan, a relaxation of 10 years will be given in the upper age limit.

1. Officers relieved from the Emergency Commission and the Short Service Commission shall be deemed to be in the age limit after they get relieved from the army, even if they have crossed the upper age limit at the time of appearing before the department, provided they were eligible in respect of age limit at the time of their induction in the army. However the upper age limit shall not be relaxed beyond 50 years of age for such candidates.

2. There shall be no upper age limit for widow and divorcee candidates.

3. The upper age limit for the reservationist defense personnel and ex-army personnel kept in the reservationists' list shall be 50 years. According to the Rajasthan Civil Services (Absorption of Ex-Servicemen) Rules, 1988, such candidate should not have attained 50 years of age for the posts reserved for Ex-Servicemen, but in case of a candidate having been conferred Military Cross / Veer Chakra or other gallantry awards, the upper age limit shall be relaxable upto 2 years.

4. According to the notification dated 14.10.2021 of the Department of Social Justice and Empowerment, sub-rule 6 of Rajasthan Rights of Persons with Disabilities Rules-2018. According to this, benchmark disabled candidates will be given a relaxation of 5 years in the upper age for direct recruitment posts and this relaxation will be in addition to the relaxation given in the upper age as per their category.

Explanation: A widow candidate shall be required to produce death certificate of her husband issued by a competent authority and in the case of a divorcee, she will be required to produce the termination of marriage certificate (decree passed by a   competent court).

Note: The provisions regarding relaxation in the upper age limit as mentioned in paras 2 to 4 are non- accumulative, meaning thereby that a candidate will be given the benefit of relaxation in the maximum age limit only under any one of the above mentioned provisions. Cumulative benefit of more than one provision shall not be admissible.

12. Provisions regarding reservations-

a. The vacancies to be filled up in the RAJFED will have reservation for SC/ST/BC/MBC/Women (including widow and divorcee women)/Ex-servicemen/disabled/Economically Weaker Sections in accordance with the reservation provisions applicable for recruitment of personnel in the State Government.

Candidates belonging to BC category but coming in creamy layer are not entitled for reservation available to BC candidates. Therefore, such candidates will be considered in the general category. Accordingly candidates belonging to creamy layer of BC should apply as general candidates. EWS/SC/ST/BC/MBC/Woman candidates belonging to states other than Rajasthan should apply as general category candidates.

Candidates of Domicile of Rajasthan State are entitle for reservation benefits as per rules. candidates belonging to states other than Rajasthan should apply as general category candidates.

b. (i) Posts reserved for SC/ST remaining vacant for want of eligible and suitable candidates of these categories may be filled up by general category candidates after keeping the posts vacant for three years but the backlog for these categories will continue.

(ii) Posts reserved for BC/MBC/EWS/disabled (total 4%, 1% for each) candidates will be filled up through regular process in accordance with the rules, if eligible and suitable candidates belonging to these categories are not available.

c. There shall be a categorywise horizontal reservation for woman candidates. Reservation for woman candidates shall be adjusted against the relevant category to which she belongs. If a woman candidate secures merit in the general category and there is no seat reserved for women in general category in the Institution, she will be allocated in the general category (mixed) reason being that there is no reservation for the male candidates. Remaining 70% vacancies are open for both , male & female of the same catagory.

Clarification

If eligible and suitable woman candidates are not available for a post reserved for women in a category (General/SC/ST/TSP/Saharia/BC/MBC/EWS), the post shall be filled with a male candidate of the same category. A married woman belonging to BC shall be required to produce the latest non-creamy layer BC certificate in the name of her father on the basis of his residence and income. A certificate issued in

20

the name of her husband and his income shall not be entertained.

d.   In recruitment, a third option (other) has been given for transgender candidates along with male and female candidates. Transgender candidates are required to apply through the third option (Others).

e.   According to the letter number P.21(1) Personnel/A-2/2023(29)-07625 dated 26.5.2023 of the Principal Secretary, Personnel Department (A-2), Government of Rajasthan, transgender candidates will be consider in OBC category. Reservation will be given in OBC category.

13. Disqualifications for appointment–

(a)   The candidate having more than one living spouse shall not be eligible for appointment in service save where the Government, after satisfying itself that there are special grounds for doing so, exempts him/her from enforcement of this rule.

(b)   The candidate, who has married to a person who is already having a living lawful spouse, shall not be eligible for appointment in service save where the Government, after satisfying itself that there are special grounds for doing so, exempts him/her from enforcement of this rule.

(c)   No married candidate shall be eligible for appointment in service if he has accepted dowry at the time of his marriage.

Explanation: For the purpose of this rule, 'dowry' has the same meaning as given in the Prohibition of Dowry Act, 1961 (Central Act No. 28 of 1961).

(d)   No candidate having more than two children on or after 01.06.2002 shall be eligible for recruitment in service:

Provided that-

(I)   The person having more than two children, who was not disqualified on June 1, 2002, shall not be considered disqualified for recruitment unless there is an increase in the number of offsprings he/she had on June 1, 2002;

(II)   Where a candidate has only one offspring from his/her earlier delivery but the number of offsprings born out of a subsequent delivery are more than one, the number of offsprings born from such subsequent delivery shall be considered as a single entity for the purpose of calculating the number of offspring under this sub-rule;

(III)   The disabled offspring of a candidate from one of his/her earlier delivery shall not be counted for the purpose of calculating the number of his/her offsprings under this sub-rule;

(IV)   The candidate who has lawfully remarried and has offspring(s) from a single delivery from such remarriage shall not be considered disqualified under this sub-rule unless he/she had been disqualified for appointment before such remarriage;

(V)   If a candidate has adopted a destitute boy / girl child from a government orphanage following the necessary legal requirments, as a result of which the number of children he/she had on 01.06.2002 has increased above two, such adopted child shall not be counted while calculating his/her number of offsprings for the purpose of this sub-rule.

(VI)   This sub-rule shall not be applicable to the appointment of a widow of a deceased employee of the RAJFED, if applied as the dependent under the rules.

14. Certificates -

1. Caste certificates should be in the prescribed format issued by a competent authority.

2. Married woman candidate belonging to SC / ST / TSP / Saharia group must also submit the certificate issued in the name of her father, otherwise she will not get the benefit under this category. The certificate issued in the husband's name is not recognized.

3. The caste certificate produced by a Scheduled Caste/Scheduled Tribe/ candidate should have been issued by a competent authority of Rajasthan before the last date fixed for submission of application, otherwise the applicant shall not be eligible for availing category specific benefits.

4. The candidate belonging to BC of the State of Rajasthan will be required to furnish a relevant certificate regarding income of his/her father/mother in the prescribed format issued by a competent officer. That means the certificate should be issued in the period of last 1 year prior to the last date fixed for submission of applications clearly specifying the creamy layer/ non-creamy layer category. A married woman candidate of Backward Classes / More Backward Classes will have to submit the certificate issued on the basis of income of her father / mother. The certificate issued on the basis of husband's name and income will not be entertained.

Note: After declaration of examination result, candidates will be required to produce all the original certificates for verification of documents regarding his/her eligibility.

15.   Identity Verification

(i)   **Documents to be Produced**

In the examination hall - The call letter along with a photocopy of the candidate's photo identity (**bearing exactly the same name as it appears on the call letter**) such as PAN Card /Passport/ Driving License/ Voter's Card/ Bank Passbook with photograph/ Photo identity proof issued by a Gazzetted Officer/ People's Representative along with a photograph / Identity Card issued by a recognized college/ university/ Aadhar card with a photograph/ Employee ID should be submitted to the invigilator for verification. The candidate's identity will be verified with respect to his/her details on the call letter, in the Attendance List and requisite documents submitted. **If identity of the candidate is in doubt, the candidate may not be allowed to appear for the Examination.**

Ration Card will not be accepted as valid id proof.

In case of candidates who have changed their name, they will be allowed only if they produce original Gazette notification / their original marriage certificate / affidavit in original.

> **Note:** Candidates have to produce, in original, the same photo identity proof bearing the name as it appears on the online application form/ call letter and submit photocopy of the photo identity proof along with Examination call letter while attending the examination, without which they will not be allowed to take up the examination.

(ii) **Biometric Data – Capturing and Verification**

The Board may capture and verify the biometric data (right thumb impression or otherwise) and the photograph of the candidates on the day of the Examination.

Please note: The biometric data and photograph may be captured / verified on the following occasions –

(i)   Before the start of the examination

(ii)   At the end of examination before leaving the exam hall

(iii)   At the time of joining if provisionally allotted

Decision of the Biometric data verification authority with regard to its status (matched or mismatched) shall be final and binding upon the candidates.

Refusal to participate in the process of biometric data capturing / verification on any of the above mentioned occasions may lead to cancellation of candidature.

Candidates are advised to take care of the following points in order to ensure a smooth process

- If fingers are coated (stamped ink/mehndi/colored etc), ensure to thoroughly wash them so that coating is completely removed before the exam / interview / joining day.

- If fingers are dirty or dusty, ensure to wash them and dry them before the finger print (biometric) is captured.

- Ensure fingers of both hands dry. If fingers are moist, wipe each finger to dry them.

- If the primary finger (right thumb) to be captured is injured/damaged, immediately notify the concerned authority in the test centre. In such cases, impression of other fingers, toes etc may be captured.

16.   Other Important Instructions:

(a) **Candidates will have to <u>invariably</u> produce and submit the requisite documents such as valid call letter, a photocopy of photo-identity proof bearing the same name as it appears on the online submitted application form etc. at the time of examinations.**

(b) Before applying for the post, the candidate should ensure that he/she fulfils the eligibility and other norms mentioned in this advertisement. Candidates are therefore advised to carefully read this advertisement and follow all the instructions given for submitting online application.

(c) Candidates belonging to SC/ST/BC/MBC/EWS/OTH (Sahariya) and applying for General category will get age and fee relaxation which is available to them in their respective category. However, the cut off marks shall be of General category. They will however, be counted towards their respective category for all future service matters, including promotions.

(d) A Candidate's admission to the examination and subsequent processes is strictly provisional. The mere fact that the call letter(s)/ provisional allotment has been issued to the candidate does not imply that his/ her candidature has been finally cleared. RAJFED/Board would be free to reject any application, at any stage of the process, cancel the candidature of the candidate in case it is detected at any stage that a candidate does not fulfill the eligibility norms and/or that he/she has furnished any incorrect/false information/certificate/documents or has suppressed any material fact(s). If candidature of any candidate is rejected for any reason according to the terms and conditions of this advertisement, no further representation in this regard will be entertained. Such decision shall be final and binding on the candidate. If any of these shortcomings is/are detected after appointment in a RAJFED/Board, his/her services are liable to be summarily terminated.

(e) Instructions regarding allowing candidates entry/exit into examination centre in hall, filling of OMR Sheet, attendance in hall, rough work, delayed entry of candidates etc. to be finalized with IBPS.

(f) Decision of RAJFED/Board in all matters regarding eligibility of the candidate, the stages at which such scrutiny of eligibility is to be undertaken, qualifications and other eligibility norms, the documents to be produced for the purpose of the conduct of Examination, verification etc. and any other matter relating to recruitment will be final and binding on the candidate. No correspondence or personal enquiries shall be entertained by RAJFED/Board in this behalf.

(g) The scribe arranged by the candidate should not be a candidate for the examination. If violation of the above is detected at any stage of the process, candidature for recruitment of both, the candidate and the scribe, will be cancelled.

(h) Not more than one application should be submitted by any candidate for one category of post.

(i) Multiple attendance/ appearances in the online examination will be summarily rejected/ candidature cancelled.

(j) Online applications once registered will not be allowed to be withdrawn.

(k) Any resulting dispute arising out of this advertisement including the recruitment process shall be subject to the sole jurisdiction of the Courts situated at Jaipur.

(l)	Any canvassing or creating influence for undue advantage shall lead to disqualification from the recruitment process.
(m)	Any request for change of address, details mentioned in the online application form will not be entertained.
(n)	Any request for change of date, time and venue for online examination will not be entertained.
(o)	In case any dispute arises on account of interpretation of clauses in any version of this advertisement other than English, the English version available on BOARD website shall prevail.
(p)	A candidate should ensure that the signatures appended by him/her in all the places viz. in his/her call letter, attendance sheet etc. and in all correspondence with the RAJFED/Board in future should be identical and there should be no variation of any kind. Signature in CAPITAL LETTERS will not be accepted.
(q)	A recent, recognizable photograph should be uploaded by the candidate in the online application form and the candidate should ensure that copies of the same are retained for use at various stages of the process. Candidates are also advised not to change their appearance till the process is completed. Failure to produce the same photograph at various stages of the process or doubt about identity at any stage could lead to disqualification.
(r)	The possibility of occurrence of some problem in the administration of the examination cannot be ruled out completely which may impact test delivery and/or result from being generated. In that event, every effort will be made to rectify such problem, which may include movement of candidates, delay in test. Conduct of a re- exam is at the absolute discretion of BOARD. Candidates will not have any claim for a re-test. Candidates not willing to move or not willing to participate in the delayed process of test delivery shall be summarily rejected from the process.
(s)	Candidates will have to appear for the examination at their own expense.
(t)	RAJFED/BOARD shall not be responsible for any application made/ wrong information provided by an unauthorized person / institution. Candidates are advised not to share/ mention their application details with anyone.
(u)	Appointment of provisionally allotted candidate is subject to his/her being declared medically fit, as per any other requirements of the RAJFED and subject to service and conduct rules of the RAJFED. Decision of RAJFED to which candidates are provisionally allotted will be final and binding on candidates in this regard. BOARD has no role to play in this regard.
(v)	BOARD reserves the right to change (cancel/ modify/ add) any of the criteria, method of selection and provisional allotment etc.

(**w**) Intimations will be sent by email and/ or sms only to the email ID and mobile number registered in the online application form.

(**x**) BOARD shall not be responsible if the information/ intimations do not reach candidates in case of change in the mobile number, email address, technical fault or otherwise, beyond the control of BOARD and candidates are advised to keep a close watch on the authorized BOARD website **https://rajcrb.rajasthan.gov.in** for latest updates.

17. (i)   Guidelines for Persons With Benchmark Disabilities using a Scribe

The visually impaired candidates and candidates whose writing speed is adversely affected permanently for any reason can use their own scribe at their cost during the online examination. In all such cases where a scribe is used, the following rules will apply:

•   The candidate who has not indicated his disability while applying and has not requested for a scribe or has not produced a suitable medical certificate regarding his/her disability will not be allowed the facility of a Scribe in the Examination.

•   The candidate will have to arrange his / her own scribe at his/her own cost.

•   The scribe may be from any academic stream, but the academic qualification of scribe must be lower than the prescribed minimum educational qualification for the post applied.

•   Both, the candidate as well as scribe will have to give a suitable undertaking confirming that the scribe fulfills all the stipulated eligibility criteria for a scribe mentioned above. Further, in case it later transpires that he/she did not fulfill any laid down eligibility criteria or suppressed material facts, the candidature of the applicant will stand cancelled.

•   Those candidates who use a scribe shall be eligible for compensatory time of 20 minutes or otherwise advised for every hour of the examination.

•   The scribe arranged by the candidate should not be a candidate for the online examination. If violation of the above is detected at any stage of the process, candidature of both, the candidate and the scribe, will be cancelled. Candidates eligible for and who wish to use the services of a scribe in the examination should invariably carefully indicate the same in the online application form. Any subsequent request may not be favorably entertained.

•   Only candidates registered for compensatory time will be allowed such concessions. Since compensatory time given to candidates shall be system based, it shall not be possible for the test conducting agency to allow such time if he / she is not registered for the same. Candidates not registered for compensatory time shall not be allowed such concessions.

(ii) **Guidelines for candidates with locomotor disability and cerebral palsy:**
A Compensatory time of twenty minutes per hour or otherwise advised shall be permitted for the candidates with locomotor disability and cerebral palsy where dominant (writing) extremity is affected to the extent of slowing the performance of function (minimum of 40% impairment).

(iii) **Guidelines for Visually Impaired candidates:**
•   Visually Impaired candidates (who suffer from not less than 40% of disability) may opt to view the contents of the test in magnified font and all such candidates will be eligible for compensatory time of 20 minutes for

every hour or otherwise advised of examination.

- The facility of viewing the contents of the test in magnifying font will not be available to Visually Impaired candidates who use the services of a scribe for the examination.

These guidelines are subject to change in terms of Government guidelines/ clarifications, if any, from time to time.

18. **Following items are not allowed inside the examination centre:-**

(a) **Any stationary item like textual material (printed or written), bits of papers, Geometry/Pencil Box, Plastic Pouch, Calculator, Scale, Writing Pad, Pen Drives, Log Table, Electronic Pen/Scanner etc.**

(b) **Any communication device like Mobile Phone, Bluetooth, Earphones, Microphone, Pager, Health Band etc.**

(c) **Other items like Goggles, Handbags, Hair-pin, Hair-band, Belt, Cap, etc.**

(d) **All ornaments like Ring, Earrings, Nose-pin, Chain/Necklace, Pendants, Badge, brooch etc. should be thoroughly checked.**

(e) **Any watch/Wrist Watch, Camera, etc.**

(f) **Any metallic item**

(g) **Any eatable item opened or packed, water bottle etc.**

(h) **Any other item which could be used for unfair means for hiding communication devices like camera, blue tooth devices etc.**

Any infringement of these instructions shall entail cancellation of candidature and disciplinary action including ban from future examinations and police complaints.

Candidates are advised in their own interest not to bring any of the banned items to the venue of the examination, as arrangement for their safekeeping cannot be assured. BOARD or any agency engaged with conduct of the online examination shall not take any responsibility for loss of any of the items. Responsibility of safekeeping of the same shall rest with the candidates at cost or no cost.

17. **Action Against Candidates Found Guilty of Misconduct/ Use of Unfair Means**

Candidates are advised in their own interest that they should not furnish any particulars that are false, tampered with or fabricated and should not suppress any material information while submitting online application.

At the time of examination or in a subsequent selection procedure, if a candidate is (or has been) found guilty of –

(i) using unfair means, or

(ii) impersonating or procuring impersonation by any person, or

(iii) misbehaving in the examination hall or disclosing, publishing, reproducing, transmitting, storing or facilitating transmission and storage of contents of the test(s) or any information therein in whole or part thereof in any form or by any means, verbal or written, electronically or mechanically for any purpose, or

(iv) resorting to any irregular or improper means in connection with his/ her

candidature, or

(v)   obtaining support for his/ her candidature by unfair means, or

(vi)   carrying mobile phones or similar electronic devices of communication in the examination hall, such a candidate may, in addition to rendering himself/ herself liable to criminal prosecution, be liable :

(a)   to be disqualified from the examination for which he/ she is a candidate;

(b)   to be debarred either permanently or for a specified period from any examination conducted by the BOARD;

(c)   for termination of service, if he/ she has already joined the RAJFED/Institutions.

     Important: BOARD would be analysing the responses (answers) of individual candidates with other candidates to detect patterns of similarity of right and wrong answers. If in the analytical procedure adopted by BOARD in this regard, it is inferred/ concluded that the responses have been shared and scores obtained are not genuine/ valid, BOARD reserves the right to cancel the candidature of the concerned candidates without any notice and the result of such candidates (disqualified) will be withheld. No representation in this regard shall be entertained

19.   *Instances for providing incorrect information and/or process violation by a candidate detected at any stage of the selection process will lead to disqualification of the candidate from the selection process and he/she will not be allowed to appear in any recruitment process in future. If such instances go undetected during the current selection process but are detected subsequently, such disqualification will take place with retrospective effect. Clarifications / decisions given / to be given by the BOARD regarding process for recruitment to various posts shall be final and binding.*

20.   All the applicants who are already employed in Government Service or a Government Industrial Enterprise or in any other similar organization or non-Government Organization should intimate their employer and seek permission to appear in the examination. In case it is found that the candidate has not informed his/her employer or that his/her employer has refused the permission to appear in the examination, his/her candidature shall be liable to be rejected at any stage.

21.   In case of ambiguity in English and Hindi version, the interpretation of English version will be final.

22.   In the event of any dispute arising in relation to the recruitment process, the decision of the Registrar, Cooperative Societies, Rajasthan, shall be final.

(Bhoma Ram)
Member Secretary
Cooperative Recruitment Board,
Rajasthan, Jaipur

Examination Centres

The online examination shall be conducted at various centres. The candidate shall indicate his/her preference for one centre in the application form from the following:-

(A)   For the post of –(i) Accounts Officer (ii) Animal Nutrition Officer (iii) Programmer (iv) Assistant Manager (General) (v) Assistant Manager (Quality Control) (vi) Junior Accountant (vii) Junior Assistant (viii) Operator (Animal Nutrition) (ix) Fitter (x) Informatic Assistant :-

S.No.	Exam Centre
1.	Ajmer
2.	Alwar
3.	Bikaner
4.	Jaipur
5.	Jodhpur
6.	Kota
7.	Sikar
8.	Sri Ganganagar
9.	Udaipur

Note: in case the number of candidates cannot be accommodated within the above centres, candidates may be accommodated in adjoining districts in Rajasthan.

Pay Scales and Emoluments

Description of Pay Scale and Monthly Pay being drawn at RAJFED:-

S.No.	Name Of Post	Pay Matrix Level	Running Pay Band	Payments in Probation period
1	Accounts Officer	Level-14	PB-3(15600-39100)	39300
2	Animal Nutrition Officer	Level-14	PB-3(15600-39100)	39300
3	Programmer	Level-12	PB-2(9300-34800)	31100
4	Assistant Manager (General)	Level-11	PB-2(9300-34800)	26500
5	Assistant Manager (Quality Control)	Level-11	PB-2(9300-34800)	26500
6	Junior Accountant	Level-10	PB-2(9300-34800)	23700
7	Junior Assistant	Level-05	PB-1(5200-20200)	14600
8	Operator (Animal Nutrition)	Level-05	PB-1(5200-20200)	14600
9	Fitter	Level-05	PB-1(5200-20200)	14600
10	Informatic Assistant	Level-05	PB-1(5200-20200)	14600

Candidates after selection and appointment will be paid a fixed emolument during the probation period as fixed by the orders of the Registrar, Cooperative Societies, Rajasthan.

Note- Selected candidates shall be appointed on the above emoluments on probation for a period of two years. During probation, appointed candidates shall not be entitled to any benefits and allowances except the emoluments mentioned above.

आवेदन कैसे करे:–

आवेदक जिस श्रेणी के तहत आवेदन करने का पात्र है, उस श्रेणी में ही आवेदन प्रस्तुत करें।

नोट– राजस्थान के पिछड़ा वर्ग / अति पिछड़ा वर्ग की क्रीमीलेयर श्रेणी के आवेदक तथा राजस्थान राज्य से भिन्न राज्यों की अनुसूचित जाति / अनुसूचित जनजाति / पिछड़ा वर्ग / अति पिछड़ा वर्ग (क्रीमीलेयर एवं नॉन क्रीमीलेयर) / आर्थिक रूप से कमजोर वर्ग के आवेदक सामान्य वर्ग के अन्तर्गत आते हैं।

कृपया ध्यान दे:–

1. आवेदकों को हिदायत दी जाती है कि ऑनलाईन आवेदन पत्र भरने से पूर्व बोर्ड के विज्ञापन एवं ऑनलाईन आवेदन पत्र भरकर निर्देशों के साथ–साथ, संबंधित नियमों का अध्ययन कर लें।

2. ऑनलाईन आवेदन पत्र प्राप्ति की अन्तिम दिनांक तक ही स्वीकार किए जाएंगे। आवेदक आवेदन पत्र प्रेषित करने से पूर्व यह सुनिश्चित कर लें कि वह विज्ञापन के नियमानुसार पात्रता की समस्त शर्तें पूरी करता है एवं पद के सम्बन्ध में चाही आवश्यक समस्त सूचनाएं संबंधित कॉलम में सही–सही एवं पूर्ण भरी गई है। समस्त प्रविष्टिया पूर्ण एवं सही नहीं होने की स्थिति में इसकी समस्त जिम्मेदारी आवेदक की होगी।

3. यदि आवेदक द्वारा अपनी श्रेणी से भिन्न श्रेणी में आवेदन किया जाता है तो उसकी श्रेणी में सुधार की सुविधा नहीं दी जाएगी। गलत श्रेणी का आवेदन करने पर आवेदक का आवेदन पत्र बोर्ड द्वारा किसी भी स्तर पर रद्द किया जा सकता है, जिसकी समस्त जिम्मेदारी आवेदक की होगी। अनुसूचित जाति / अनुसूचित जनजाति / अन्य पिछड़ा वर्ग / अति पिछड़ा वर्ग / आर्थिक रूप से कमजोर वर्ग के अभ्यर्थियों का On line Application Form प्रस्तुत (Submit) करते समय अपने वर्ग का स्पष्ट उल्लेख निर्धारित कॉलम में करें अन्यथा On line Application Form प्राप्ति की अन्तिम दिनांक पश्चात् वर्ग परिवर्तन नहीं किया जायेगा और ऐसे अभ्यर्थियों को जो कि उक्त वर्ग का उल्लेख नहीं करते हैं तो वर्ग विशेष का लाभ विज्ञापित पदों हेतु देय नहीं होगा और ना ही इस संबंध में किसी प्रार्थना–पत्र पर विचार किया जाएगा।

4. दस्तावेज सत्यापन के समय ऑनलाईन आवेदन पत्र में भरी गई सूचनाओं के आधार पर ही अभ्यर्थियों की पात्रता (आयु, योग्यता, श्रेणी आदि) की जांच की जाएगी। यदि आवेदक द्वारा भरी गई सूचना के आधार पर वह अपात्र पाया जाता है तो उसकी अभ्यर्थिता को अस्वीकृत कर दिया जाएगा जिसकी समस्त जिम्मेदारी स्वयं आवेदक की होगी। ऑनलाईन आवेदन पत्र में की गई प्रविष्टियों में संशोधन / परिवर्तन करने की अनुमति नही दी जाएगी और ना ही इस सम्बन्ध में कोई प्रार्थना पत्र बोर्ड द्वारा स्वीकार किया जाएगा।

5. उम्मीदवार की पात्रता की जांच करते समय तथा मूल प्रलेखों से पात्रता की जांच करते समय यदि आयु, शैक्षणिक योग्यता तथा अनुसूचित जाति / अनुसूचित जनजाति / पिछडा वर्ग / अति पिछडा वर्ग / आर्थिक रूप से कमजोर वर्ग एवं भूतपूर्व सैनिक या अन्य शर्तो की पालना नही करने के कारण यदि अभ्यर्थी की अपात्रता का पता चलता है तो इस परीक्षा हेतु उसकी उम्मीदवारी किसी भी स्तर पर रद्द की जा सकती है जिसकी समस्त जिम्मेदारी स्वयं अभ्यर्थी की होगी।

6.फोटोग्राफ और हस्ताक्षर स्कैन और अपलोड करने के लिए दिशा–निर्देश

फोटो अपलोड करने के लिए दिशा–निर्देश :–

a. फोटोग्राफ और हस्ताक्षर स्पष्ट नहीं होने पर आवेदन अस्वीकार किया जा सकता है।

b. आवेदक को नवीनतम रंगीन फोटो (अधिकतम छः माह पुरानी) अपलोड करनी चाहिए। मोबाईल व अन्य स्वयं रचित फोटो का उपयोग नही करें।

c. फोटो की पृष्ठभूमि (Background) सफेद या हल्के रंग की होनी चाहिए।

d. फोटो में आवेदक का चेहरा कम से कम 50 प्रतिशत जगह घेरना चाहिए।

e. फोटो में आवेदक का चेहरा एवं सिर किसी भी कपड़े, छाया, बालों द्वारा ढका हुआ नहीं होना चाहिए। आवेदक का सिर, आंख, नाक और ठोड़ी स्पष्ट रूप से दिखाई देनी चाहिए।

f. यदि आप चश्मा पहनते है, तो फोटो खिंचवाते समय चश्मा पहन सकते हैं लेकिन चश्में पर चमक (Flash) नहीं होनी चाहिए।

g. आवेदक की फोटो में काला या धूप का चश्मा नहीं होना चाहिए।

h. फोटो जेपीईजी (JPEG) प्रारूप में होना चाहिए एवं इसकी साईज 3.5 cm × 4.5 cm होनी चाहिए।

i. फोटो जेपीईजी (JPEG) के पिक्सेल न्यूनतम 240 × 320 एवं अधिकतम 480 × 640 (0.3 मेगापिक्सल) होना चाहिए।

j. फाईल का आकार 50 के.बी. से 100 के.बी. तक होना चाहिए।

k. स्कैन की गई फोटो का आकार 100 के.बी. से ज्यादा नहीं होना चाहिए।

l. परीक्षा के समय प्रवेश पत्र / उपस्थिति पत्र पर लगी फोटो आवेदक से मेल खानी चाहिए अन्यथा उम्मीदवार अयोग्य ठहराया जा सकता है।

8. हस्ताक्षर अपलोड़ करने के लिए दिशा–निर्देश :–

a. आवेदक एक सफेद कागज (A4 size) पर 7 सेमी चौडाई एवं 2 सेमी ऊँचाई के एक आयताकार बॉक्स के भीतर काले या गहरे नीले रंग के पेन से हस्ताक्षर करें।

b. हस्ताक्षर केवल आवेदक द्वारा किया जाना चाहिए अन्य किसी व्यक्ति के द्वारा हस्ताक्षर मान्य नहीं होगा।

c. आयताकार बॉक्स में हस्ताक्षर करने के बाद इमेज को स्केन करवाकर आयताकार बॉक्स तक क्रॉप करने के पश्चात् अपलोड करें।

d. परीक्षा के समय प्रवेश पत्र / उपस्थिति पत्र पर किये गये आवेदक के हस्ताक्षर अपलोड हस्ताक्षर से मेल खाने चाहिए अन्यथा उम्मीदवार अयोग्य ठहराया जा सकता है।

e. केवल जेपीईजी(JPEG)प्रारूप को स्वीकार किया जाएगा।

f. जेपीईजी (JPEG) के लिए न्यूनतम पिक्सेल 280×80 से अधिकतम पिक्सेल 560×160 होना चाहिए।

g. फाईल का आकार 20 के.बी. से 50 के.बी. तक होना चाहिए।

h. हस्ताक्षर का आकार 50 के.बी. से ज्यादा नहीं होना चाहिए

i. मोबाईल फोन का उपयोग कर लिया गया हस्ताक्षर का फोटोग्राफ स्वीकार नहीं किया जायेगा।

विशेष टिप्पणीः–

1. परीक्षा देने के लिये आते समय अभ्यर्थी रेल / बस की छतों एवं पायदानो पर यात्रा नहीं करें। यह भी ध्यान रखें कि बस स्टैण्ड / रेल्वे स्टेशन और रास्तों में तोडफोड, लूटपाट, हुडदंग, पत्थरबाजी, आगजनी एवं महिलाओं के साथ छेड़खानी आदि न करें तथा अनुशासन बनाऐं रखें।

2. परीक्षार्थी को ई–प्रवेश पत्र पर उल्लेखित विस्तृत दिशा–निर्देशों की पालना सुनिश्चित् करनी होगी।

3. आवेदन में गलत सूचना प्रस्तुत करने व अनुचित साधनों की रोकथामः–आवेदकों को अपने ऑनलाईन आवेदन में समस्त सूचना सही–सही अंकित करनी चाहिए और परीक्षार्थियों को केन्द्राधीक्षक / अभिजागर / बोर्ड द्वारा नियुक्त अधिकारी अथवा कर्मचारी द्वारा दिये गये निर्देशों का अनिवार्यतः पालन करना चाहिए, ऐसा न करने अथवा परीक्षा केन्द्र पर किसी प्रकार का अनुचित व्यवहार करने एवं परीक्षा में अनुचित साधनों का प्रयोग / उपभोग करने पर परीक्षार्थी के विरूद्ध बोर्ड / केन्द्राधीक्षक जो भी उचित समझे समस्त कार्यवाही कर सकता है तथा परीक्षार्थी के खिलाफ राजस्थान सार्वजनिक परीक्षा (भर्ती में अनुचित साधनों की रोकथाम के अध्युपाय) अधिनियम 2022 के अन्तर्गत के अनुसार कार्यवाही की जा सकती है। परीक्षार्थियों को सावधान किया जाता है कि राजस्थान सार्वजनिक परीक्षा (भर्ती में अनुचित साधनों की रोकथाम के अध्युपाय) अधिनियम, 2022 (2022 का अधिनियम संख्यांक 6) के प्रावधानों के तहत यथा वर्णित किसी सार्वजनिक परीक्षा में अनुचित साधनों का प्रयोग / उपयोग करने या उनका सहारा लेने, अनाधिकृत प्रवेश, प्रश्न–पत्र का कब्जा व प्रकटीकरण तथा संबंधित अपराधों के लिए कठोर कानून का प्रावधान किया गया है। अनुचित साधनों में लिप्त परीक्षार्थे के लिए तीन वर्ष तक के कठोर कारावास एवं रूपये 1,00,000/– (अक्षरे एक लाख) न्यूनतम जुर्माना के प्रावधान किए गए हैं। परीक्षार्थी के अतिरिक्त अन्य व्यक्ति द्वारा षड्यंत्र या अधिनियम वर्णित अनुचित साधनों में लिप्त होने पर या दुष्प्रेरित करने पर न्यूनतम पाँच वर्ष के कारावास जो कि दस वर्ष तक हो सकता है एवं न्यूनतम रूपये 10,00,000/– (अक्षरे दस लाख) का जुर्माना जो कि दस करोड़ तक हो सकता है, के दण्डित करने के प्रावधान किए गए हैं। दोष सिद्धि पर दो वर्ष की कालावधि के लिए कोई सार्वजनिक परीक्षा देने से विवर्जित किए जाने के भी प्रावधान किए गए हैं। उपरोक्त अधिनियम की विहित अनुसार कठोर पालना सुनिश्चित की जाएगी।

(Bhoma Ram)
Member Secretary
Cooperative Recruitment Board,
Rajasthan, Jaipur